

Meeting - 4/12/54

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2. [REDACTED] Deputy temporarily is [REDACTED]

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3. [REDACTED] is Chairman of Task Force on
Insurance.

4. Answering telephones.

5. Personnel dealing with those whom we need to
contact rather than through paper work. Get
it done and prepare memo for file.

ILLUSTRATION: Arrange for transportation
of records from offices to
the Records Center.

6. Elimination of conflict with Inspector General's
Office. Management Staff will do the job for
the Inspector General when it is one dealing
primarily with management matters.

7. Generally, we should work with the Assistant
Management Officer for the respective areas;
namely, DD/I, DD/A and DD/P. In the DD/P
area, we should not undertake contacts or
development of new projects without clearance
with [REDACTED] who is assigned to this area.
The same general arrangement holds with
respect to other areas.

8. [REDACTED] desires to acquire Senior staff
assistants rather than Juniors. He also
desires the development of the professional
management viewpoint - membership in pro-
fessional societies; attendance at meetings,
luncheons, etc.

9. No attempt will be made at this time to change
existing organization.

10. Request from [REDACTED] for assistance on files
and records projects.

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- ✓ 11. Arrange leave schedules. Make 1st and 2nd choice.
- ✓ 12. Liquidation of leave.
- ✓ 13. Informal clearance of regulations prior to coordination. RCS will submit a copy of the proposed regulation as soon as possible for informal clearance.
- ✓ 14. Records Center
- ✓ 15. Staff Study - Records Management Program.

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